

**INSTRUCTIONS TO COMPLETE THE  
STATEMENT OF INTENT TO PAY PREVAILING WAGES & AFFIDAVIT OF WAGES PAID  
FOR SMALL WORKS PUBLIC WORKS CONTRACTS \$2,500 OR LESS**

Please submit this form to the **CONTRACT AWARDING AGENCY** (not Labor and Industries).

**NOTE:** Numbers on instructions match large bold numbers on front of form.

- 1. Contract Awarding Agency** – This is the name of the public agency that awarded the contract.  
**Address, City, State, ZIP +4** – This is the address of the contract awarding agency.  
**Project Name** – The name of the project  
**Contract or Purchase Order Number** – This is the number of the contract or purchase order assigned by the awarding agency.  
**County where work was performed** – This is the county in which the actual work was performed.  
**City where work was performed** – This is the city in which the work was performed. If the work was performed outside the limits of any city, write "N/A" in this space  
**Date Contract Awarded** – This is the date the contract was awarded to the contractor by the awarding agency. (month/day/year)  
**Date Work Completed** – This is the date you completed work on the project.
- 2. Craft/trade occupation** – List each craft/trade/occupation of workers employed on this project. If this is residential, landscape, or underground sewer and water construction, please state so on the form. If operating engineers and/or truck drivers were used, describe the type, and list the size or rated capacity of the equipment. If the work was performed by owners/partners, state "Owner/operator" under the "Craft" section, and sections 4, 5 and 6 need not be completed. (Individuals who own less than 30% of the company are not considered to be owners/operators, and must be paid prevailing wage.)
- 3. Number of Workers** – List the number of journey-level workers employed for each craft/trade/occupation on this project.
- 4. Total Number of Hours Worked** – List the total number of hours worked for each craft/trade/occupation.
- 5. Rate of Hourly Pay** – Enter the rate of hourly pay for each craft/trade/occupation. This is the wage you actually paid to the workers.
- 6. Rate of Hourly Fringe Benefits** – Enter the rate of hourly fringe benefits. This is the cost of fringe benefits, as defined by RCW 39.12.010, that you actually paid to the workers. The amount listed for "Rate of Hourly Pay" plus the amount listed for "Rate of Hourly Fringe Benefits", if any, must equal or exceed the prevailing rate of wage.
- 7. Apprentices** – If apprentices were employed on this project, list each by name, registration number, craft, stage of progression, beginning and ending dates of work performed on this project, and rate of hourly pay and fringe benefits. Any workers not registered with the Washington State Apprenticeship and Training Council must be paid prevailing journeyman wages. Any apprentice not registered with the Washington State Apprenticeship and Training Council within 60 days of hiring must be paid prevailing journeyman wages for the time preceding the date of registration. To verify apprenticeship registration and status, call (360) 902-5324.
- 8. Company Name** – Indicate your company's name, address, phone number, and the signature of an authorized representative. (Contractor registration number begins with the first letters of company name).

# **SMALL WORKS PUBLIC WORKS CONTRACT** (\$2,500 or less)



## **STATEMENT OF INTENT TO PAY PREVAILING WAGES & AFFIDAVIT OF WAGES PAID**

This form must be typed or printed in ink.  
Large, bold numbers match instructions on back of form.

No filing fee required

Submit completed form directly to the **CONTRACT AWARDING AGENCY**. (DO NOT send to the Labor and Industries Prevailing Wage Office).

<b>1</b> Contract Awarding Agency			Project Name		
Address			Contract or Purchase Order Number		
City	State	ZIP+4	County where work was performed		City where work was performed
Indicate total dollar amount of your contract \$			Date contract awarded / /		Date work completed / /
<b>2</b> Craft/trade/occupation	<b>3</b> Number Of Workers	<b>4</b> Total # of hours worked - ea. trade	<b>5</b> Rate of Hourly Pay	<b>6</b> Rate of Hourly Fringe Benefits	<b>7</b> Apprentices: (See #7 on back of form)

### **8** Company name

Address	
City	State ZIP + 4
Phone number ( )	Contractor Registration No.

I hereby certify that the above information is correct and that all workers I employed on this Public Works Project were paid no less than the Prevailing Wage rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries. I understand that contractors who violate Prevailing Wage laws, i.e., incorrect classification /scope of work of workers, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay any back wages due to workers. RCW 39.12.050

Signature

Title